**Insert Amy Stars picture and books as a heading**

**Shining Stars Preschool Handbook and Handouts**

**ILLNESS GUIDELINES**

Promoting good health and safety is a goal at preschool. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the preschool.

Each child is required BY STATE to have on file a health statement signed by a doctor,

and immunizations all updated. I require children have all immunizations to attend here.

If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Spokane County Health Department. Children with a contagious illness will not be allowed in preschool until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the preschool.

Shining Star Preschool will exclude any child who exhibits any of the following:

1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours)

WITHOUT THE USE OF A FEVER REDUCING MEDICINE

2. Diarrhea (2 or more stools while here that differ from normal bm) \*

3. Vomiting (2 or more times during the day) \*

4. Draining rash anywhere on the body – must be gone before returning

5. Eye discharge – Pink eye or from a cold- must be gone before returning

6. Lice or nits – can return only after being free of them for 24 hours \*

7. Communicable disease: chicken pox, measles, etc. must be gone before

returning to preschool

8. Consistent complaints of ear, stomach or headaches, or other pain

9. Any color of nasal discharge, it must be clear before returning to preschool

unless it is a severe clear runny nose, then they need to remain home until it

becomes a mild runny nose – wiping it less than every 15 minutes or so.

10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws

up, or high pitched whooping or croup sounds – must be mild before returning

to preschool

Even a child that is too tired to participate in normal daily activities or requiring more

attention than usual should be kept at home. Example, excessive runny nose: I would have

to be constantly wiping the nose, washing my hands and the child’s hands, and any toys they

may have touched as well. This is taking more time than usual and away from our daily

activities and the other children. Please call ahead if you are unsure on whether to bring

your child here, let me be the one to decide.

• **Before returning your child to preschool they MUST BE free of all symptoms for 24 hours from the last onset of symptom**.

**MEDICATIONS**

Before we can administer any prescription or non-prescription medications to your child

you will need to do the following:

1. Keep them home for 24 hours after the first dose ~ for possible allergic reactions

2. Sign a Medication Authorization Form

All medications must be brought in the original container with the following information on

the label: Child’s name, Prescription name, Doctors name, dosage, Pharmacy name and

phone number, Instructions for administering, & dates the medication is to be used for.

Non prescription medications may include but are not limited to:

1. Antihistamines,
2. NON-aspirin fever reducing/pain reliever
3. Decongestants
4. Anti-itching ointment or lotions
5. Sun screen
6. Cough syrup
7. Insect repellant

These must be sent in original containers. If any of them will be taken differently than

indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your child’s prescription medication to preschool you will be asked to go

home and get it, or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given

his/her medications. Plus a note giving the times and dosage administered at preschool will

be on your daily reports.

If a child will be on long terms meds, or as needed medications like asthma inhalers, a note

from your doctor will be required to put in our files.

Medications that are not being used must be sent back home. Only asthma type

medications can be kept here to be used when needed.

**DISCIPLINE & GUIDANCE**

**DISCIPLINE**

We believe discipline should be used to teach a child. The children are explained the rules

of the preschool frequently so that all know the guidelines. Once a child understands

the rules and obeys them, the following techniques are used and as a last resort a

conference will be called with the parents.

**POSITIVE GUIDANCE TECHNIQUES**

1. **Ignoring:** Some negative behavior is produced by a child to get attention. It can be

stopped when it does not get the attention desired. We will use this technique

unless a safety issue is involved.

2. **Redirection:** We offer alternatives to children engaged in undesirable behavior by

presenting a different toy or activity.

3. **Verbal Intervention:** We explain to the child the inappropriate behavior and show

him/her the appropriate way to handle the situation with words.

4. **Logical Consequences:** We help the child understand the logical consequence of

his/her actions by removing the object or activity in which the child is engaged.

5. **Take a Break:** The child is separated from the group to allow him/her to relax and

calm down, and to help him/her not to be influenced by peers. The child will have

access to limited activities and be closely monitored . The child may return to the

group as soon as the negative behavior stops or is significantly reduced. If Take a

Break occurs constantly or not working, child’s parent will be asked to come and pick

up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child’s

good feeling about his/her behavior and serves as an example to the children to act in such

a way as to receive the praise. Asking a child to stop and think about their behavior

enables the child to work at self-control.

**Punishment that is humiliating or frightening to a child, such as hitting, spanking,**

**shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses**

**in toilet training and other forms of physical punishment are PROHIBITED.**

**RECEIPT OF HANDBOOK**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

have received the Shining Stars Preschool Parent Handbook and Handouts.

**PARENT**

**INITIALS HERE**

Waiver \_\_\_\_\_\_ page

Insurance \_\_\_\_\_\_ page

Religion \_\_\_\_\_\_ page

Payments and other cost \_\_\_\_\_\_ page

Enrollments, Confidentiality, Supplies \_\_\_\_\_\_ page

Holidays, Vacations, Alternate care \_\_\_\_\_\_ page

Under the influence & Termination \_\_\_\_\_\_ page

Nutrition, Naps & SIDS \_\_\_\_\_\_ page

Daily schedule & Activities \_\_\_\_\_\_ page

Illness Guidelines \_\_\_\_\_\_ page

Medications \_\_\_\_\_\_ page

Discipline & Positive Guidance Techniques \_\_\_\_\_\_ page

HANDOUTS:

Rate Sheet \_\_\_\_\_\_ Dog Notice \_\_\_\_\_\_

Daycare House rules \_\_\_\_\_\_ Other Important Issues \_\_\_\_\_\_

Emergency Plans \_\_\_\_\_\_ 2016-2017 Calendar \_\_\_\_\_\_

This is to verify that I have read Shining Stars Preschool Parent Handbook and Handouts.

I agree to comply with the policies outlined in the parent handbook.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you,

Shining Stars Preschool

PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED\_\_\_\_\_\_\_\_\_\_\_\_\_